

Application form



Position applied for:	Searching for interesting work and the development of professional experience. I'm interested in such positions as Hostess.
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PERSONAL DATA			
First and last name	MADINA BAITUREYEVA		
Nationality	KAZAKHSTAN		
Country & city of residence	KAZAKHSTAN, SHYMKENT		
Date and place of birth	07 MAY 1995	Shymkent city, South of-Kazakhstan	
Age / Height / Weight	22	165 sm	49 kg
Status / Children	Single	no children	
No. Passport / Expiry			
Telephone / e-mail/ skype	87782127600/ Madina.baitureyeva@ mail.ru	Madina.baitureyeva	
Driving license / Year	I do not have it		
Health / Smoker	Healthy	No smoke	

LANGUAGE	Written				Spoken				Understanding			
	2	3	4	5	2	3	4	5	2	3	4	5
English			+				+	+			+	+
Russian				+				+				+
Other				+				+				+

EDUCATION- Institution	Specialization	Duration	Year of graduation/City/ Country
<u>L.N. Gumil'ov Eurasian National University</u>	Faculty of information of technology	2013-2017	2017, Astana,-Kazakhstan
WORK EXPERIENCE			
Position	photographer		
Company's name	«4K» LLC		
Period / City / Country	05.03.2017-30.06.2017 Astana Kazakhstan		
Responsibilities	<ul style="list-style-type: none"> Take the brief to understand specifications and work closely with our art team to develop the concept Capture and process images until you achieve desired results Shoot poses that don't look posed Constantly improve image quality using various editing methods Use and maintain modern and traditional technical equipment (cameras, lenses etc) Arrange objects, scenes, lighting and background to adhere to specifications Direct participants Archive photographic images and maintain database Maintain an in depth understanding of photographic best practices and procedures 		

Position	Office manager of Director company
Company's name	«Business quasar» LLP
Period / City / Country	01.12.2016-30.02.2017 Astana Kazakhstan
Responsibilities	<ul style="list-style-type: none"> Receiving, control and checking documents and personal statements for General Director's signature Work with incoming/outgoing correspondence (letters, faxes): reception, registration, transfer destination, accounting, storage, and translation into Kazakh, Russian urgent letters, management and execution of meetings and protocol, powers of attorney to receive mails, parcels, etc. material values, and organization receiving correspondence on legal, postal and actual address Providing with cell communication to employees Coordinated office administrative procedures, distribution of incoming calls and letters Solution and implementation of organizational and economic issues Maintaining the reception of visitors, check telephone and Fax messages Organization receiving correspondence on legal, postal and actual address Preparing of necessary documents, ensure the reception, recording, registration, monitoring the execution of documents, information and reference services and document information storage

Position	Sale Assistant
Company's name	"FASION RETAIL" LLP (brand ALDO)
Period / City / Country	01.09.2015 till 28.05.2016, Astana, Kazakhstan
Responsibilities	<ul style="list-style-type: none"> • Greeting customers who enter the shop. • Be involved in stock control and management. • Assisting shoppers to find the goods and products they are looking for. • Being responsible for processing cash and card payments. • Stocking shelves with merchandise. • Answering queries from customers. • Giving advice and guidance on product selection to customers. • Balancing cash registers with receipts. • Dealing with customer refunds. • Keeping the store tidy and clean, this includes hovering and mopping. • Responsible dealing with customer complaints. • Working within established guidelines, particularly with brands. • Attaching price tags to merchandise on the shop floor. • Responsible for security within the store and being on the look out for shoplifters and fraudulent credit cards etc. • Receiving and storing the delivery of large amounts of stock <ul style="list-style-type: none"> ▪ Keeping up to date with special promotions and putting up displays ▪ Achieve agreed upon sales targets and outcomes within schedule
Position	Housekeeping
Company's name	Saratoga Inn/ Work and Travel
Period / City / Country	01.06.2016-30.08.2016 Wildwood/NJ, USA
Responsibilities	<ul style="list-style-type: none"> ▪ sweep, scrub, mop and polish floors ▪ vacuum clean carpets, rugs and draperies ▪ shampoo carpets, rugs and upholstery ▪ dust and polish furniture and fittings ▪ clean metal fixtures and fittings ▪ empty and clean trash containers ▪ dispose of trash in a sanitary manner ▪ clean wash basins, mirrors, tubs and showers ▪ wipe down glass surfaces ▪ make up beds and change linens as required ▪ tidy up rooms

Position	Housekeeping
Company's name	« BEST WESTERN » HOTEL/ Work and Travel
Period / City / Country	01.06.2015 till 30.08.2015, Virginia beach, USA
Responsibilities	<ul style="list-style-type: none"> ▪ vacuum clean carpets, rugs and draperies ▪ shampoo carpets, rugs and upholstery ▪ dust and polish furniture and fittings ▪ clean metal fixtures and fittings ▪ empty and clean trash containers ▪ dispose of trash in a sanitary manner ▪ clean wash basins, mirrors, tubs and showers ▪ wipe down glass surfaces ▪ make up beds and change linens as required ▪ tidy up rooms

Position	Hostess
Company's name	« BEST WESTRAN » HOTEL/ Work and Travel
Period / City / Country	01.06.2015 till 30.08.2015, Virginia beach, USA
Responsibilities	<ul style="list-style-type: none"> ▪ Greet guests and patrons personally as they enter into the establishment ▪ Receive and record dining reservations on the telephone ▪ Ensure the proper setup of dining and service areas ▪ Offer appropriate seats using truly personable demeanor ▪ Politely request guests to wait in waiting area if no table is available ▪ Ensure neatness and cleanliness of stations ▪ Present menus, make recommendations and take orders ▪ Ensure the quantity of food is sufficient to cater to the number of guests ▪ Relay orders to the kitchen and ensure all orders are filled in a timely and accurate fashion ▪ Maintain clean and organized tables and work area ▪ Assist room service staff when needed ▪ Manage event related work including setting up tables and maintaining both exterior and interior of the restaurant ▪ Resolve guests' concerns in a prompt manner ▪ Prepare food and beverages when needed ▪ Order table linens, napkins and other dining room supplies

Position	Casher
Company's name	«7 eleven» Work and Travel
Period / City / Country	06.06.2016 till 30.08.2016, Wildwood/NJ , USA
Responsibilities	<ul style="list-style-type: none"> ▪ Handle cash transactions with customers using cash registers ▪ Scan goods and collect payments ▪ Issue receipts, refunds, change or tickets ▪ Redeem stamps and coupons ▪ Make sales referrals, cross-sell products and introduce new ones ▪ Resolve customer complaints, guide them and provide relevant information ▪ Greet customers when entering or leaving establishments ▪ Maintain clean and tidy checkout areas ▪ Keep reports of transactions ▪ Bag, box or wrap packages ▪ Pleasantly deal with customers to ensure satisfaction

Position	Sale Assistant
Company's name	"FASION RETAIL" LLP (brand Jennyfer)
Period / City / Country	10.01.2015 till 28.05.2015, Astana, Kazakhstan
Responsibilities	<ul style="list-style-type: none"> • Greeting customers who enter the shop. • Be involved in stock control and management. • Assisting shoppers to find the goods and products they are looking for. • Being responsible for processing cash and card payments. • Stocking shelves with merchandise. • Answering queries from customers. • Giving advice and guidance on product selection to customers. • Keeping the store tidy and clean, this includes hovering and mopping. • Responsible dealing with customer complaints. • Working within established guidelines, particularly with brands. • Attaching price tags to merchandise on the shop floor. • Responsible for security within the store and being on the look out for shoplifters and fraudulent credit cards etc. • Receiving and storing the delivery of large amounts of stock ▪ Keeping up to date with special promotions and putting up displays ▪ . Achieve agreed upon sales targets and outcomes within schedule

WORKING TIME	
I am willing to working	Less than 40 hours / week
	40 – 50 hours / week +
	More than 50 hours / week
PERSONAL QUALITY	I'm initiative girl with high level of responsibility and reliability, disciplined, punctual and organized person, interesting in professional and personal development.
HOBBIES	Self-study, reading literature, travelling, studying psychology and phylosophy, photograph nature
MINIMUM SALARY	1000 \$
I confirm that the information of application form is real: yes	
Date:18.10.2017	

Cover letter

Dear hotel company

It is with great interest that I submit my resume as a job application for the position of Hostess at your Hotel. With my brilliant hospitality background, excellent customer service and bilingual skills, and hands-on experience in hostess and service capacities, I am confident I can make a solid contribution to your hotel.

The different positions I have held in the past three years have given me many opportunities to develop the strengths you require, including:

- Highly skilled in receiving guests, recording reservations and allocating tables per requirements
- Demonstrated ability to greet guests at way in dining room and lounge, and guide them to the seating areas
- Able to speak courteously with guests to ensure liking with food and service
- Successful track record of serving food & beverages
- Perfectly calculates bills and takes payments

Furthermore, I have strong communication and interpersonal skills and the ability to work independently as well as a part of the team. I believe this gives me the required qualifications to excel in the waitress role at your hotel. My enclosed resume details my attributes and core competencies.

I am eager to discuss your hostess position and to learn more about your Hotel. I will be happy if you contact with me. Thank you for your time and consideration.

Sincerely,
Baitureyeva Madina



Thank you!
I hope you
choose
me😊

